NAVFAC Electronic Construction and Facility Support Contract Management System

(DRAFT) STATEMENT OF WORK

1. Background

NAVFAC requires a standardized Electronic Construction and Facility Support Contract Management System (eCMS) that facilitates the review and approval of post-award construction documents (e.g. designs, schedules, RFIs, submittals, etc.) and Facility Support Contracts (FSC) documents (e.g. performance work statements, performance assessments) to minimize the time and cost impacts to projects and to increase the consistency, accuracy, productivity and efficiency of services. The NAVFAC eCMS solution will leverage commercial off the shelf (COTS) software that is widely used within the construction industry to provide fully web-based construction management and FSC management services. Construction and FSC use similar documents and collaboration workflows. The system will allow users to edit files in the eCMS in native file format when processing a document in a review cycle using web browser.

NAVFAC awards annually an average of 7,292 contracts worth $4.97 billion in facilities construction and 1,348 contracts worth $1.35 billion in facilities support contracts. NAVFAC Headquarters (Echelon II) oversees four Echelon III commands (NAVFAC Atlantic, NAVFAC Pacific, NAVFAC Engineering and Expeditionary Warfare Center, and Navy Crane Center). NAVFAC Atlantic oversees six Echelon IV Facility Engineering Commands or FECs (EurAfSWA, MidLant, Northwest, Southeast, Southwest, and Washington). NAVFAC Pacific oversees three Echelon IV FECs (Far East, Hawaii, and Marianas). There are over 100 subordinate field offices across the globe that report to the Echelon IV FECs. Each field office provides facilities engineering, facilities support, and construction services for Navy, Marine Corps, Federal Agencies, and other Department of Defense (DoD) and supported commands. NAVFAC's facilities support and construction workforce consists of over 10,000 Construction Managers, Engineering Technicians, Contract Specialists, Performance Assessment Representatives and other personnel (including members of the military) and employees of our contractor partners.

Use of the NAVFAC eCMS will be included as a contract required specification on all construction contracts and task orders (TOs) and all FSC contracts and TOs above the SAT.

2. Functional Requirements

a. General Functional Requirements

1) Ability to provide a Commercial-Off-The-Shelf (COTS) enterprise-wide web-based software solution that provides on-line collaboration between NAVFAC and its construction and Field Service Contracts contractors to manage the following project documentation:
   - Requests for Information (RFIs)
   - Designs
   - Performance work statements
   - Submittals

- Schedules
- Contract modifications
- Quality and performance assessment
- Safety reports
- Status reporting
- Project portfolio management
- Resource planning
- Payment compliance
- Forecasting
- Building Information Management/Modeling (BIM)
- Operations and maintenance support information (OMSI)
- Contractor general ledger/accounting

2) Ability to provide five (5) years of site/unlimited use licenses in the quantities to be determined at a future date.

3) Ability to provide pre-configured, standardized, customizable workflow templates for the set-up of new projects, such as design-build and design-bid-build projects.

4) Ability to create segregated administrative and user accounts and roles for internal NAVAC users and external construction contractor users.

    a. Construction contractor administrators, users and roles shall have no way of granting themselves access to data not previously granted by NAVFAC users

5) Ability to allow construction contractor administrative users to create and set-up projects in eCMS and assign user roles to contractor personnel.

6) Ability to upload data via a data queue from NAVFAC's corporate source data for project information (ieFACMAN system) to create new projects and to update project information.

7) Ability to provide a pre-configured, standardized, customizable file and folder structure that limits access by user groups identified.

8) Ability to provide pre-configured, standardized, and customizable quality, production, and safety reports.

9) Ability to allow NAVFAC system administrators to assign access, permissions, and administrative rights to specified users (i.e. local field office administrative users and construction contractor staff administrative users).

10) Ability to allow NAVFAC local field office administrative users to provide role-based access levels to NAVFAC construction and FSC personnel.

11) Ability to allow construction contractor staff administrative users to assign role-based access levels to personnel on their project team.

12) Ability to provide version control and audit logs of documents and workflows

13) Ability to capture meta-data for reporting (for example, contractor man-hours and lost time accidents must be accumulated from contractor daily reports in PDF format).

14) Ability to allow NAVFAC users and their contractors to download or archive project files and file log onto local drive directly from the system

15) Ability to upload files in bulk or batch and capable of running in the background.

16) Ability to drag and drop or copy and paste multiple files.

17) Ability to upload files with no limitation on file size or file type.

18) Ability to view photo files in list view, small thumbnails, large thumbnails, or full size.

19) Ability to capture and record e-mail responses, attachments, and action codes from users responding to a system-generated e-mail.

20) Ability to support system interface on smartphones, tablets, or other mobile, portable digital devices (i.e., user can access the system via the internet on a mobile device and the user will be able to perform all system functions via the mobile device).

21) Ability to provide centralized repository of NAVFAC Standard Forms for government and contractor ready-use and reference.

22) Ability to handle a demand load of approximately 5486 concurrent users worldwide with “real time” system response time of less than 2.0 seconds for any single process.

23) Ability to support 8 terabytes (TB) of existing data and scalable to 20 TB within 5 years.

24) Ability to function within all Navy and Marine Corps network domains and on all Navy supported platforms (eg. All supported versions of Windows OS, Internet Explorer, java, etc.)

25) Ability to validate software complies with DoD Information Assurance Vulnerability Management program (IAVM).

26) Ability to ensure virus malware scanning of all files during upload/download and routine operation.

27) Ability to provide online internal daily and ad hoc backups of data.

28) Ability to provide active database indexing for faster retrieval of records.

29) Ability to provide data-at-rest (DAR) encryption.

30) Ability to preserve audit logs for up to ten (10) years.

31) Ability to integrate with DoD Financial Information System (e.g. Wide-Area Workflow)

32) Ability to integrate with ProjNet (NAVFAC Design Document Management).

33) Ability to support DoD Public Key Infrastructure (PKI) and userid/pw for authentication and authorization.

b. Critical Functional Requirements

1) Ability to provide a simple, logical, pre-configured, standardized, customizable user interface for each assigned role.

2) Ability to provide embedded scheduling review tools that open, edit, compare, display (PERT and critical path), save, and print cost-loaded network schedules (i.e. *.xer, *.prx, *.p3, *.mpp files).

3) Ability to provide embedded design review tools that open, mark-up, print, and save Computer Aided Design and Portable drawings and design simulations (i.e. *.dwg, *.dxf, *.rvt, *.rfa, *.rvg, *.rft, *.rte , *.pdf files).

4) Ability to provide embedded enterprise resource planning tools with graphical interface for NAVFAC and contractor resource allocation and management.

5) Ability to provide pre-configured, standardized, and customizable reports and dashboards on cost, schedule, safety, quality, and productivity performance.

c. Service Level Agreement (SLA)

1) The Vendor shall provide SLA for service, maintenance, and training for one year base and four one-year options.

2) The Vendor shall provide Premier (Gold) SLA, which provides NAVFAC with response and resolution of issues related to function of the software, and training environment within the specified virtual recovery schedule.

3) The Vendor shall provide SLA that displays 24-hour Help Desk and Technical Support clearly on the home screen to resolve server, IT, or data issues.

4) The Vendor shall assign software components licenses to NAVFAC, or its designated third-party representative (which may be government or contractor personnel), for use in NAVFAC and authorized contractor facilities.

5) The Vendor shall provide NAVFAC with unrestricted ownership rights to the project data within the eCMS.

6) The Vendor shall provide all rights and permissions for NAVFAC, or its designated third-party representative (which may be government or contractor personnel) to install, configure and operate the software in both a designated pre-deployment development/configuration environment and a production environment.

7) The Vendor shall provide all rights and permissions for NAVFAC, or its designated third-party representative (which may be government or contractor personnel) to host, administer, install, configure, and support the software in any virtualized, redundant, load-balanced, or operating environment.

8) The Vendor shall provide NAVFAC all rights and permissions for unlimited use of any configurations of the COTS software that is customized by NAVFAC, or its designated third-party representative (which may be government or contractor personnel).

9) Proposed software shall support all software application protocols in full compliance to DoD 8500.01/.10 cybersecurity requirements.

10) The Vendor shall support non-commercial and Open Source Software (OSS) source code for configuration, integration, custom development, test, software management, training, deployment, and end-user usage.

11) The Vendor shall deliver COTS software custom configuration packages (all third-party components and related documentation required for proper operation of the core software package).

12) The Vendor shall deliver commercial-computer software documentation and site-specific software documentation in accordance with DFARS 227.7202 and DFARS 227.7203 respectively, and with all clauses, identifications and assertions, terms, and conditions related to commercial and non-commercial technical data, computer software, and computer software documentation to support the configuration, integration, custom development, test, software management, training, deployment, and end-user usage.

13) The Vendor shall ensure access to software upgrades, patches and security updates for all components of the proposed solution are provided after initial

installation, including new modules and features previously unavailable in the product.

3. Security

The eCMS shall not be used to store any classified data on the eCMS. The eCMS shall not be used to store procurement sensitive data on the eCMS. The eCMS shall not be used to store Personally Identifiable Information (PII) on the eCMS. The system security level will be Unclassified, Mission Assurance Category (MAC) III – Sensitive (For Official Use Only)